

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: May 11, 2007

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: CONTECH INSTITUTE
NEW DEGREE APPLICATION – ASSOCIATE OF APPLIED SCIENCE**

Staff Recommendation

The commission staff recommends that ConTech Institute be granted the authority to award the Associate of Applied Science degree in the following program:

HVAC Studies

Background Information

ConTech Institute has been regulated by the Indiana Commission on Proprietary Education since January 26, 2006. The school was granted Fully Accredited status by the Commission in March 8, 2007.

The associate of science degree consists of 100 quarter-credit hours of training; a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

Supportive Documentation

1. Degree Application
2. Instructor Qualification Record Forms

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution CONTECH INSTITUTE – Columbus, IN

Name of Program HVAC STUDIES

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Cindi B. Thomas

Telephone Number 812-379-9544 **Application Type**

Date the Form was Prepared April 4, 2004 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Associate of Applied Science degree in HVAC Studies was designed in response to the extreme shortage of skilled workers in the heating, ventilation and air conditioning industry. The program design is competency based rather than a traditional time based program. The technical courses are based from a national standardized HVAC training program developed by the National Center for Construction Education and Research and published by Pearson Education. The curriculum is recognized nationally. General education courses are designed to strengthen critical math, science and communications skills that are applied to daily tasks required by trade journeyman and first line supervisors in the field. This program will provide students with sufficient development for entry as a mid-level HVAC professional with highly developed technical skills, additional development of computational and communication skills, and a deeper understanding of his/her role in the HVAC industry.

The primary objectives of the AAS Degree in HVAC Studies are to:

1. Provide the industry with well trained, competent HVAC professionals who are able to be quickly assimilated into the industry and meet or exceed the productivity and quality expectations of employers.
2. Prepare students with the essential specific HVAC technical skills that can be sufficiently applied to any form of residential, commercial, industrial, road and bridge, and/or maintenance project site.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: HVAC STUDIES

TOTAL COURSE HOURS: 100 Check one: Quarter Hours ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 16 months TUITION: \$22,400

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<u>BUS 245</u>	<u>SALES TECHNIQUES FOR THE HVAC PROFESSIONAL</u>	<u>4</u>
<u>COL 120</u>	<u>INTRODUCTION TO COOLING</u>	<u>4</u>
<u>ELEC 150</u>	<u>BASIC ELECTRICITY & ALTERNATING CURRENT</u>	<u>4</u>
<u>ELEC 255</u>	<u>CONTROL TROUBLE SHOOTING/ELECTRONICS</u>	<u>4</u>
<u>HTG 115</u>	<u>INTRODUCTION TO HEATING</u>	<u>4</u>
<u>HVAC 100</u>	<u>HVAC FUNDAMENTALS</u>	<u>2</u>
<u>HVAC 105</u>	<u>INTRODUCTION TO RELATED HVAC SKILLS</u>	<u>1</u>
<u>HVAC 140</u>	<u>AIR DISTRIBUTION/VENTING/MAINTENANCE OF A/C</u>	<u>4</u>
<u>HVAC 150</u>	<u>ELECTRICAL HEAT/COMPRESSORS/METERING</u>	<u>4</u>
<u>HVAC 160</u>	<u>HEAT PUMPS/HANDING REFRIGERANTS</u>	<u>4</u>
<u>HVAC 180</u>	<u>COURSE SURVEY</u>	<u>4</u>
<u>HVAC 225</u>	<u>MAINTENANCE/TROUBLESHOOTING</u>	<u>4</u>
<u>HVAC 235</u>	<u>TROUBLESHOOTING SYSTEMS</u>	<u>4</u>
<u>HVAC 245</u>	<u>HYDRONIC/AIRSIDE SYSTEMS/BALANCING</u>	<u>4</u>
<u>HVAC 255</u>	<u>COURSE SURVEY (OR ELECTIVE)</u>	<u>4</u>
<u>HVAC 265</u>	<u>BLUEPRINT READING/INDOOR QUALITY SYSTEMS</u>	<u>4</u>
<u>HVAC 275</u>	<u>ENERGY/BLDG.MGMT/WATER TREATMENT</u>	<u>4</u>
<u>HVAC 285</u>	<u>START UP/LOAD CALCULATIONS/REFRIGERATION</u>	<u>4</u>
<u>HVAC 295</u>	<u>COURSE SURVEY (OR ELECTIVE)</u>	<u>4</u>

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
OSHA 110	OSHA 10-HOUR SAFETY CERTIFICATION	1
SCI 120	APPLIED PHYSICS	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM 110	COMMUNICATIONS	4
COM 220	APPLIED COMMUNICATIONS	4
IT 101	INTRODUCTION TO COMPUTERS	4
MAT 100	BASIC MATHEMATICS	4
MAT 201	TRADE MATHEMATICS	4
PSY 105	PSYCHOLOGY: SKILLS FOR WORKING & LIVING	4

Number of Credit/Clock Hrs. in Specialty: 76 / Percentage: 75%
Number of Credit/Clock Hrs. in General Courses: 24 / Percentage: 25%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 0 / Percentage: 0

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Our students utilize an online library that has 1.5 million articles from journals, magazines and newspapers. Questia online library has an unlimited use of their collection as no book is ever checked out. It provides powerful research tools. Since the school utilizes an online library, instruction is provided to all students on how to utilize the research tools and access the online library

2. Number of volumes of professional material:

The school maintains the following professional resource materials:

National Center for Construction Education and Research (NCCER):

Instructor manuals - HVAC Levels 1-4, Tools for Success, Exploring Careers in Construction, Fundamentals of Mechanical and Electrical Mathematics

Interactive CD's:

Math Basics, Safety Basics, Blueprints, Introduction to Power Tools, Introduction to Hand Tools, Basic Rigging

ESCO Institute training manuals:

EPA 608 Preparatory Manuals, Heat Pump Troubleshooting, HVACR Electrical Troubleshooting and Servicing, System Diagnostics and Troubleshooting Procedures, Medium and High Efficiency Gas Furnances, Compression Systems, Basic Refrigeration and Charging Procedures, Carbon Monoxide, R-410A Safety and Training

Carrier Corporation General and Technical Training:

Be Compressor Wise, Residential Condensing Unit Replacement, Hermetic Compressor Replacement, Brazing, Evacuation and Charging, Air Measurement, Metering Devices, Add-on Air Conditioning Replacement, Gas Furnance Replacement, Advanced Troubleshooting, Electrical Test Equipment, Electrical Troubleshooting, Air Conditioning Tune-Up, Troubleshooting Rooftops, Charging Procedures - Residential Units, Electronic

Controls - Variable Speed Technology, Electronic Controls - Microprocessors,
Understanding Wiring Diagrams, Scroll Compressors, Residential Air System Design,
Refrigerant Service Techniques, General Training Air Conditioning I, General Training
Air Conditioning II, General Training Heating II, Load Estimating, Air Distribution, Piping
Design, Schematic Wiring Simplified, HVAC Servicing Procedures

Manual Thomson Delmar Training:

Residential Light Commercial Text and Lab

3. Number of professional periodicals subscribed to:

Currently we subscribe to HVAC Excellence. Our online library has professional
periodicals and the school is evaluating our needs for professional periodicals to be
located on campus. After the review is complete, appropriate periodicals will be
subscribed to.

4. Other library facilities in close geographical proximity for student access:

The Bartholomew County Public Library, located at 536 Fifth Street, is within walking
distance of our campus. The library houses over 300 periodicals over the prior three
years. However, additional periodicals such as National Geographic and Saturday
Evening Post are maintained over the past twenty to thirty years. The library hosts over
one million items including books (hardback, paperback and audio), movies, magazines,
newspapers, etc. The library is available to our students Monday through Thursday 8:30
a.m. until 9:00 p.m., Friday and Saturday 8:30 a.m. until 6:00 p.m. and seasonal
openings on Sunday afternoons 1:00 p.m. until 4:00 p.m.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 2 **Full-time:** 2 **Part-time:** 2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IUPUI	Indianapolis	Mechanical Eng. Tech.	1975	1976
York Institute	York, PA	HVAC	1974	
USAF	Biloxi, MS	Electronics	1969	1970
Purdue University	Lafayette	Mechanical Eng. Tech.	1967	1969
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
HVAC Contractor	Self-Employed	Service & Install HVAC Equipment	2004	2006
Customer Assurance Manager	Kock Air - Indianapolis	Dealer Training - Problem Solving	1996	2000
HVAC Instructor	ITT Tech. Inst. - Indpls.	Train Student in HVAC	1991	1995
HVAC Contractor	Self-Employed	HVAC Contractor	1980	1990

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Hinson Joseph M.
(Last) (First) (Middle)

NAME OF INSTITUTION: ConTech

All courses in the program except the OSHA SAFETY CERTIFICATION COURSE

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
HVAC Field Service Tech. & Service Manager	IN, OH, IL	Service Calls, Repair & Servicing Carriers	1972	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: ConTech

All courses in the program except the OSHA SAFETY CERTIFICATION COURSE

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Various Equipment Seminars	Indianapolis	HVAC	1971	Present
ITT Technical Institute	Indianapolis	Electronics	1969	1971
Southwester Indiana Vocational School	Versailles, IN	Electronics	1966	1969
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Associated Builders & Contractors	Indianapolis	Teaching HVAC	2005	Present
ConTech	Columbus	Teaching HVAC	2006	Present
Decker College	Indianapolis	Teaching HVAC	2004	2005
RETS Tech. School	Indianapolis	Teaching Electronics	1971	1974

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
OSHA Outreach Train-the-Trainer Program	Eastern Kentucky University	10 & 30 Hr. Construction Outreach Programs	3/8/04	3/12/04
Murray State University	Murray, KY	Bachelor of Science		1995
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
10+ Yrs. of Construction Safety/Training	OH, KY, IN	Construction Safety	1995	2006

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